

ROOM CAPACITIES



WEDDING RECEPTIONS, CLASS REUNIONS, & PROMS ONLY

APRIL-OCTOBER

BALLROOM/DECK	180 Guests max./120 min.
BAY ROOM/DECK	100 Guests max./75 min.
CONSTELLATION ROOM	100 Guests max./30 min.
FLEET ROOM	60 Guests max./30 min.

GRAND BALLROOM 180 Guest min.
(BALLROOM, BAY ROOM, DECK)

SOUTH BALLROOM/BAY ROOM/DECK 150 Guest max./120 min.
(Fri. & Sun. nights only)

OUTDOOR CEREMONIES 20 person min <i>Includes white garden chairs and an arbor or columns.</i>
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NOVEMBER-MARCH

BALLROOM	180 guest max./120 min.
BAY ROOM	100 guest max./75 min.
CONSTELLATION ROOM	110 guest max./30 min.
FLEET ROOM	60 guest max./30 min.

GRAND BALLROOM 180 guest min.
(BALLROOM, BAY ROOM)

SOUTH BALLROOM/BAY ROOM 150 guest max.
(Fri. & Sun. nights only)

*Saturday receptions are booked during two time periods 11:00 a.m. - 4:00 p.m. or 6:00 p.m. - 12:00 p.m.
Receptions booked for a Friday or Sunday may be scheduled differently.*

Deposit is full room charge. 50% of estimated cost of weddings due (90) days before event.

Final payment is to be made three (3) days prior to function.

Function rooms will be guaranteed upon receipt of deposit along with sponsor and policy forms.

MEETING AND SEMINAR ROOMS

A fee for usage applies

FLEET ROOM
CONSTELLATION ROOM
NORTH & CENTER BALLROOM

Meeting room charge includes full room set-up. Linen, iced water, and a mint at each place setting.

ALL DEPOSITS ARE NON-REFUNDABLE AND NON-TRANSFERABLE!

ALL OTHER DINNERS HAVE A ROOM CHARGE.

THE DEPOSIT IS APPLIED TO THE ROOM AND IS NON-REFUNDABLE AND NON-TRANSFERABLE.

CATERING POLICIES



1. Date and availability may be made available via telephone (401) 846-7987, fax (401) 841-1579, or in person (**By appointment Only**) Monday through Friday 9:00 a.m. to 5:30 p.m. Space is available on a strictly first come, first serve basis with a non-refundable deposit required.
2. The Officers' Club requires a thirty (30) person minimum for any private function to be held in a private room. The guaranteed count and minimum count for each room and type of party are listed on the room charges page of this brochure. Should the guaranteed count and minimum count not be met, the host is responsible for payment to achieve the minimums. Minimum counts are: Grand Ballroom 180; Ballroom 120; Bay Room 75, Friday-Sunday and all other nights are booked at the discretion of the Catering Sales Office.
3. All deposits and room charges required to secure the date requested are non-refundable and non-transferable. Deposit is full room charge (and ceremony fees applicable).
4. For weddings, 50% of estimated cost of party will be due ninety (90) days before event. Both the deposit and 50% of estimated cost are non-refundable and non-transferable if function is cancelled anytime after ninety (90) days prior to the event. Final payment is to be made three (3) days prior to function on all weddings, proms, and class reunions.
5. Cancellations will result in a complete forfeit of deposit and room charges. A partial cancellation (i.e., switching from the Grand Ballroom to a smaller room) will result in forfeiting the required deposit of the room not being used. Should the bride or groom be active duty Military member and unable to fulfill contractual obligations with the Club due to unexpected change of orders, any deposits will be refunded in full providing a copy of the original "orders" is submitted with written notice.
6. Cancellations must be made prior to signing the contract **OR** at least three (3) business days prior to the scheduled function all Catering Services must be paid in full for the guaranteed or estimated number of guests, whichever is greater.
7. Menu selections and all details must be finalized no later than fourteen (14) days prior to the event.
8. The contract must be signed and the final guaranteed count must be provided no later than three (3) business days prior to the event. In the unlikely event that a contract does not have a signature by the required final guarantee date, the Club will consider the function cancelled and the required deposit forfeited.
9. The Club will be prepared to provide seating and to serve the guaranteed count. Billing will be based on the guaranteed count or the actual number, whichever is greater. Reductions in the guarantee will not be accepted within three (3) days of the event. If a guaranteed count is not provided, the Officers' Club will consider the estimate to be final guarantee.
10. The Officers' Club strongly recommends one entrée per function. For functions less than 100 guests we can provide a choice of two entrees (for functions with a count of 100 guests or more a per plate entrée choice fee will apply if more than one entrée is selected). When two entrees are selected (no matter the count) the host must provide individual color-coded place cards prior to the function to identify each guests' menu selection. All meat entrees will be cooked to medium. In the case of Prime Rib, a limited number of end cuts will be available to those desiring a more well done beef. Requests will be honored in the order in which they are received.
11. With the exception of special occasion cakes, all food and beverages must be provided by the Club. Navy regulations prohibit removal of any leftover food or beverages from the Club, without exception. Special occasion cakes that are provided by host will be subject to a per person service charge. This service does not apply to wedding cakes.
12. Management advises the sponsoring military host that all guests under the age of 21 years are prohibited from purchasing or consuming alcoholic beverages such as beer, wine, or hard liquor. The responsibility for compliance rests solely with the host to assure that minors do not consume such beverages. Should a minor be caught consuming alcoholic beverages, the host will be requested to make arrangements for the guest to be removed from the Club.
13. All guests must enter Naval Station Newport through Gate 1. It is the hosts responsibility to provide the Catering Office with a typed, alphabetical list stating each guests name, function name, date of function, and time three (3) days prior to the function.
14. Military uniforms for authorized patrons are always appropriate. Suitable "Newport Casual" (slacks and shirts with collars) civilian attire is also acceptable. Unacceptable attire includes: faded work or worn jeans, overalls, cutoffs, T-shirts, "undershirts," shorts, tennis or beach wear, including shower-type footwear. Gentlemen are asked to remove their "covers" or hats while indoors. Bare feet are not permitted inside the Club at any time.

CATERING POLICIES (Continued)



15. Pursuant to the party contract, billing for the function will be submitted to the host for payment in full at the close of the function. A 5% late fee will be added to all weddings, proms, class reunions and social functions if not paid on the day of the function.
16. Final payment for private functions must be paid by personal check, money order, or cash no later than the day of the function. Final payment for weddings, proms, and class reunions must be received three (3) days prior to event. Visa or MasterCard will be accepted for initial deposit only. Checks are payable to COM - MWR.
17. All private function bars, cash, or hosted, generating less than an average amount of sales per hour in revenue are subject to a per hour bartender charge. Private functions requesting a strictly non-alcoholic bar will be subjected to a per person service charge.
18. Due to the ever-fluctuating costs in the food and beverages industry, certain items may become seasonably available. *All prices are subject to change without notice prior to signing the contract. A formal contract will be typed two weeks prior to your event. An appointment will be made to obtain a signature on the contract three (3) to five (5) days before the function.*
19. All "special" requests for additional staffing, i.e., coat check, washroom attendant, cashier, check-in person, etc. will be billed at the applicable rate per function.
20. All personnel utilized will be duly employed by and scheduled at the discretion of the Club.
21. All functions will be supplied with white linen and white napkins. Alternate napkin colors are available at small fee per napkin.
22. Please be advised that other weddings and functions will be going on at the Club simultaneously with your function. Everything possible will be done to make sure functions do not disturb each other. Our professional staff will arrange the rooms to minimize conflicts. If estimated guest counts increase or decrease over 25%, the Catering Staff reserves the right to move the function to an appropriate size room.
23. Our decorative wishing well, for the purpose of holding gift envelopes, is available on a first come, first serve basis for a rental fee.
24. A 27" TV/VCR and stereo systems may be rented though the Club for a fee.
25. Functions exceeding the six-hour time period will be charged a fee for every 30 minutes exceeding the time limit.
26. Food and beverage will be subjected to an 18% service charge. A 25% service charge will be added for functions off premise in addition to a transportation fee.
27. Ice sculptures are available for a nominal fee. Selections may be made in the Catering Office.
28. There is a room charge implemented for wedding receptions, class reunions, and proms. The amount is determined based on season. Rooms used strictly for meetings, seminars, or dinners are also subject to a room charge.
29. In the event of inclement weather, a decision regarding the location of outdoor events will be made by the Club four hours prior to the start of the function. Every effort will be made to consult the host regarding this decision. In the event the Naval Station declares "Storm Condition One" due to severe weather an event may be cancelled without penalty for payment.

I HAVE READ AND BEEN ADVISED OF THE FOREGOING INFORMATION AND POLICIES, AND I AGREE TO ABIDE BY THEM.

NAME OF HOST (PLEASE PRINT) _____

SIGNATURE _____ **DATE** _____

DATE OF FUNCTION _____

This form must be returned to the Commissioned Officers' Club, Bldg. 95, Naval Station, Newport, RI 02841 or via fax 401-841-1579; accompanied by the signed Private Party Sponsor Form and the applicable deposit in order to confirm the function.